



New Jersey Department of Children and Families Policy Manual

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Click here to view or print CP&P Form [18-32](#), Parents' Handbook.

Click here to view or print CP&P Form [18-32\(S\)](#), Parents' Handbook, Spanish version.

WHEN TO USE IT

This Handbook provides parent(s), legal guardian(s), and caregiver(s) with written information about CP&P. The content includes a general description of:

- The mission and services of the Division;
- The CP&P Worker's role;
- The rights and responsibilities of parents; and,
- The responsibilities of the Division.

During the initial investigation or a child welfare service assessment, the CP&P Worker advises all parent(s), legal guardian(s), and caregiver(s) of the Parents' Handbook and provides each a copy. This Handbook is not a substitute for fulfilling casework responsibilities.

HOW TO USE IT

- You may view or print a version of CP&P Form 18-32 or CP&P Form 18-32(S) through the DCF Homepage under Families/DCP&P Involved Families or in the computerized Forms Manual.
- This form was created by the DCF Office of Communications and Public Affairs and the Policy Development Unit. The CP&P Form 18-32 in booklet format can be ordered through the CP&P Forms Unit, Facilities and Support Services - Cost Code # 933.

TIPS FOR COMPLETING THE FORM

On the inside cover of the booklet, the CP&P Worker writes his or her name and phone number, the Supervisor's name and phone number, and the Local Office address and phone number. He or she advises the parent(s), legal guardian(s), and/or caregiver(s) that the Handbook explains their rights and responsibilities.

If the parent(s), legal guardian(s), and/or caregiver(s) are unable to read, the CP&P Worker reads and explains the Handbook to the parent(s), legal guardian(s), and/or caregiver(s). The Handbook is also available in Spanish.

Document in a Case Activity Note in NJS, printable as CP&P Form [26-52](#), Contact Sheet, that the Handbook was given to the parent(s), legal guardian(s), and/or caregiver(s). Note any special assistance provided to the parent to enable him or her to read or understand the contents.

DISTRIBUTION

Original - Parent(s), Legal Guardian(s), and/or Caregiver(s)